



# SSIS Fiscal Flyer

## Winging Toward Integration

Issue 10

Social Services Information System

November 12, 2004

### ***Fiscal Project status***

Carver and Dakota Counties are piloting SSIS Version 3.8 . This version includes the following Fiscal components:

- COA (Chart of Accounts)
- Programs and Services changes
- Bus Org changes to accommodate vendor information
- Merge Utility (allows two Bus Orgs/Providers/Vendors to be merged)
- Vendor Import (this will be in release but will not be enabled until the county has completed the Bus Org/Provider/Vendor cleanup process)

*See page 3 article about Version 3.8 training.*

Several counties provided information about *internal county reports* for Fiscal and combined Fiscal/program data. Staff reviewed the requests and compiled a report that will be sent to members of the Reporting Design Workgroup. The report will also be posted on CountyLink's SSIS Fiscal web page.

*Bus Org/Provider/Vendor Cleanup* continues in counties. Edie Johnson sent the third report, #197-*Providers that do not have a County Provider Number*. Each county needs to complete work on all four reports before vendor import will be enabled in that county (similar to SWNDX's rollout) If you have questions about your county status or would like the reports to be rerun for your county, e-mail [ssis.fiscal@state.mn.us](mailto:ssis.fiscal@state.mn.us).

Once a county finishes all four reports, the final step is to check your Provider List in SSIS Worker under Tools/General Reports. See if any providers are duplicates to be deleted now or merged when Version 3.8 is received.

*Version 4.0 design specifications* are under review and will be posted on the SSIS Fiscal web page as each is approved by management. Use cases and overall information for Payments, Eligibility interface with MMIS, and Service Arrangement will be available the next few weeks.

*MMIS interface discussions* are progressing at a brisk pace. Counties will be getting more information on prior authorizations, eligibility, and claim status than is currently available in CSIS. We're very excited about these interfaces and want to thank the MMIS staff for their assistance.

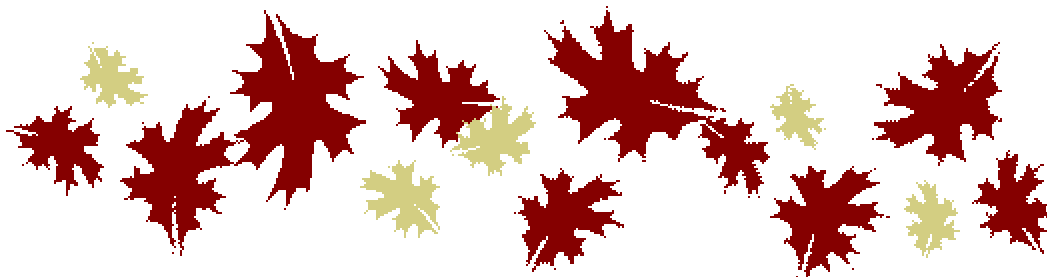
**SSIS Fiscal design documents are posted on CountyLink. Click on **SSIS Fiscal** and bookmark the web page!**

### **Fiscal needs user reviewers**

It's time to follow up on design workgroup meetings that involved SSIS, CSIS, DHS and county staff. Those groups determined what SSIS Fiscal needed to be so that counties could do business. Now the application design is progressing to the point that Fiscal staff need additional input from committee members. Would you volunteer to come to SSIS, go through the application with designers/developers, experiment with how it works, and give feedback?

We can match you to specific areas you are familiar with or prefer to work on. This is a fun opportunity to see the application's look and feel without making a huge time commitment.

If interested, contact Sue Nelson at [sue.c.nelson@state.mn.us](mailto:sue.c.nelson@state.mn.us) or call her at (651) 772-7700.



## Vendor import program looks for valid state codes

After SSIS Version 3.8 is out and before Version 4.0 arrives, counties will begin importing vendor information from the County Accounting System into SSIS. This vendor information will include payment addresses. The import program will be able to tell if a payment address contains valid state codes. Will your codes be ready?

IFS addresses have one field that contains both the city name and state code, and it will accept any combination of letters. But for proper import of vendor address information into SSIS, the city/state field should be filled in like the **first** example below:

| Starts in IFS as...              | Comes into SSIS as...   | Comment  |
|----------------------------------|---|--|
| <i>Lake Woebegone, MN</i>        | City: <i>Lake Woebegone</i><br>State: <i>MN</i>                 | This is the <b>correct</b> way to enter city and state. The name of the city followed by a comma, a space, and the two-letter state code.    |
| <i>Lake Woebegone, Minnesota</i> | City: <i>Lake Woebegone, Minne-</i><br><i>sota</i><br>State: __ | Import made its <i>best guess</i> because it couldn't find a state code. The state code is blank in SSIS.                                    |
| <i>Lake Woebegone,MN</i>         | City: <i>Lake Woebegone,MN</i><br>State: __                     | Another <i>best guess</i> . The state is attached to the city name because there was no space between them. The state code is blank in SSIS. |

It is important to enter the city and state as shown in the **first** example. The import process looks for two letters at the right end of the city/state name that have at least one blank space before them.

If the import process finds two letters spaced like that, it will put them into SSIS as a state code. If it doesn't find the space and two letters, the state code is left blank in SSIS.

### Thanks, county exchange functional analysts!

In the past year, SSIS Fiscal's valuable county exchange functional analysts have tackled everything from how Service Arrangements should handle HCPC changes, to writing test cases for COA maximums, to reviewing screens' look and feel.

Fiscal staff thank *Sheila Ellingboe (Kandiyohi)*, and *Joanna Schmidt* and *Jackie Crowson (Olmsted)* for interpreting the complicated world of county fiscal workers. We wish them well as they finish their time here at SSIS.

However, not all of the design questions have been answered! If other county workers would like to contribute to Fiscal's creation and implementation, contact Kate Stolpman at [kate.stolpman@state.mn.us](mailto:kate.stolpman@state.mn.us) or call her directly at (651) 772-3789.

### Preparing for V 3.8 and 4.0

Fiscal staff have attended many regional AMSSA and county meetings in recent months. Accounting staff, managers, SSIS coordinators, and mentors frequently ask for guidelines to prepare for SSIS Version 3.8 and 4.0 changes.

We have prepared a document called *SSIS Fiscal: Things to think about and prepare for*. It describes the changes leading to Fiscal's implementation, the possible effects on county work flow, and questions to help counties decide what changes they may want to make. This document is on the SSIS Fiscal web site at:

[http://www.dhs.state.mn.us/main/groups/county\\_access/documents/pub/dhs\\_id\\_029454.pdf](http://www.dhs.state.mn.us/main/groups/county_access/documents/pub/dhs_id_029454.pdf)

Please take a look at the document and give Kate feedback about its usefulness and/or additions that would be helpful. E-mail her at [kate.stolpman@state.mn.us](mailto:kate.stolpman@state.mn.us).

## Fiscal training formats depend on specific topics

**Version 3.8** (pilot: Nov.-Dec. 2004, statewide: January 2005)

Changes to Programs & Services and Bus Org will be included in regular SSIS V3.8 Training. The schedule is on the CountyLink> SSIS>Training page:

[http://www.dhs.state.mn.us/main/groups/county\\_access/documents/pub/DHS\\_id\\_000452.hcsp](http://www.dhs.state.mn.us/main/groups/county_access/documents/pub/DHS_id_000452.hcsp)

The Fiscal portions of Version 3.8 - Chart of Accounts (COA) Initial Load, Vendor Data Cleanup and Vendor Merge Utility, and Vendor Import - will be trained separately. Pilot training for these functions will be November 15. Statewide training will be scheduled as Interactive Videoconferences (ITV) in January. We will send out dates and the signup procedure as soon as available.



Training for V3.8 Fiscal pieces can be later than the release date because counties do not need to use these functions immediately. However, counties will be required to use these functions before V4.0. For example, Vendor Import will not be activated when Version 3.8 is installed in the county. The import will be activated on a county-by-county basis as the data is cleaned up and ready, similar to the SWNDX rollout.

**Version 4.0** (Projected pilot: July 2005, statewide: January 2006)

Training plans for Version 4.0 are not yet finalized. The current plan is to provide hands-on training in statewide computer labs (located in Brainerd, Crookston, Duluth, Rochester, Willmar and St. Paul).

Counties have also requested basic SSIS training for accounting staff who have never used SSIS and are not familiar with its navigation. We will provide this type of training.

If you have suggestions on Fiscal training plans, contact Sue Nelson at (651) 772-7700 or e-mail her at [sue.c.nelson@state.mn.us](mailto:sue.c.nelson@state.mn.us).

## Vendor name and address entry affects search success

After SSIS Version 3.8 is released and the vendor import is enabled, social services vendor information will import from your County Accounting System. Because of this change, it is important that names and addresses be entered properly in your County Accounting System.

IFS allows users to enter a second part of a vendor name in the vendor's first address line, as shown in the adjacent example.

However, SSIS will treat that line as an *address* line. County workers should not put a social services vendor name in this address line.

In the example, Brunhilda's name is in an address line. It will show up in SSIS when a user does an address search, but not when a user does a Bus Org name search.

```
Mode: ***** HUMAN SERVICES IFS USER ***** I=019 2
11/03/2004 12:34:58 P:\GAD0621

Vendor No. 1006 Vendor Name BEAR, BJORN
Vendor Name2/Address DR BEAR, BRUNHILDA
Vendor Address2 123 MAIN ST
City/State . . BEARVILLE, MN Zip Code. . 55999 - 0000
E-Mail Address BEAR@HYLSP.COM
Telephone. . . . . 129-456-7890
Fax. . . . . 129-456-7891
Name For 1099. . . . . > _ (3=ark=Vendor Name, 2=Second Name)
1099 Code. . . . . > Y (Y/N)
Individual/Organization Code > 1 (I/O)
SSN/Fed ID . . . . . 411111111

Vendor Category 1. > __ Vendor Category 2. > __ Vendor Category 3. > __
Vendor Category 4. > __ Vendor Category 5. > __ Vendor Category 6. > __
Vendor Category 7. > __ Vendor Category 8. > __ Vendor Category 9. > __
Vendor Category 10 > __
Record Status. . . . . > C (3=ark=Actv, C=Actv CSIS, I=Inact, D=Del)
Last Update BY . . . . . 12:32:19 11/03/2004 P\GAD062
F3=Exit F4=F-onpt F5=Refresh F12=Previous F13=Financial F14=Soc Svcs
F15=Case
```

## What Information will IFS keep?

To answer a frequently-asked question, the IFS payment history *currently contains* the following information:

- Vendor number
- Vendor name
- Account number
- Check number
- Check date
- Invoice number
- Check amount
- Description
- Service Dates
- Report Codes
- Accrual Code
- 1099 Code
- Tax Code
- CFDA number
- MMIS units

There are *no plans to add* anything else to the IFS payment history. The following information will only be available on the SSIS system:

- Client ID
- Client Name
- HCPC
- Units
- Rate

Some of this information will initially be sent to IFS with each payment request. It will be removed from the IFS system once the checks have been processed.



## County FA's needed

The contracts for three of our four county functional analysts (FA) expired and the sponsoring counties needed their workers back at the county.

SSIS Fiscal really needs new county accounting staff to assist in:

- reviewing design documents
- looking at screens and functions in SSIS Fiscal
- making suggestions for improvements
- ensuring that the application will meet county needs.

Staff can apply to become state employees or work as county interchange employees (remain a county employee while the state reimburses your county). We are interested in both full-time and part-time staff.

If you are interested, please contact Kate Stolpman 651-772-3789 or e-mail [kate.stolpman@state.mn.us](mailto:kate.stolpman@state.mn.us).

## Updated design documents are on CountyLink

Check out the new design documents, meeting notes, and updates that are available on these SSIS Fiscal web pages. Note: Because CountyLink is still restoring all of its content, these may take another day or two to display.

### Recent Updates:

SSIS Fiscal>Payments Workgroup>**PW Detailed Design:**

- Bus Org software specifications
- Bus Org interface specifications

SSIS Fiscal>Claiming Workgroup>**CW Detailed Design:**

- Eligibility use cases
- Claiming use cases

SSIS Fiscal>**Special Meetings :**

- Handouts and Power Points from the September Non-IFS Custom County meeting giving details about the vendor import, Bus Org merge, COA initial load, and Placement redesign

### Coming Soon:

SSIS Fiscal>Payments Workgroup>**PW Detailed Design:**

- Payments interface requirements
- COA maximums requirements
- Service Arrangements requirements

SSIS Fiscal>Claiming Workgroup>**CW Detailed Design:**

- MA & Waivered program eligibility requirements
- Health Care claiming requirements

SSIS Fiscal>**Special Meetings :**

- Handouts and PowerPoints from fall regional meetings.